



**Deanery C.E. Primary School**  
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**Head Teacher**  
**Job Description (Range L21-L27)**

<b>Key Purpose</b>	<p>To carry out professional duties, roles and responsibilities within:</p> <ul style="list-style-type: none"> <li>• Conditions of Employment of Head Teachers within School Teachers' Pay and Conditions Document.</li> <li>• National Standards for Head Teachers.</li> <li>• The Framework of Professional Standards for Teachers.</li> </ul>
<b>Main Purpose of the job</b>	<ul style="list-style-type: none"> <li>• Promote the Christian ethos and values of this Church of England school and ensure they are clearly articulated, shared, understood and acted upon effectively by all.</li> <li>• Provide vision and direction to secure success.</li> <li>• Strategic leadership and management of the school.</li> <li>• School development and evaluation.</li> <li>• Lead the drive for outstanding provision to ensure high quality education for all pupils and improved attainment and progress.</li> <li>• Review and ensure the implementation of school policies in liaison with the Governing Body.</li> <li>• Be accountable and responsible to the Governing Body for the strategic direction of the school and apply highest standards of conduct and robust governance.</li> <li>• Ensure the school systems and procedures promote excellence and comply with charitable objects.</li> <li>• Foster a welcoming family atmosphere within the school, working closely with the community, churches and local schools.</li> <li>• Lead the school and extended services on key educational government initiatives</li> </ul>

**SPECIFIC RESPONSIBILITIES**

<b>Leadership and Management</b>	<p><b>The Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>• Provide an excellent role model for all members of staff and for pupils in all aspects of school life and be an exemplar of all school policies and practices.</li> <li>• Offer guidance and support to colleagues.</li> <li>• Work with the Governing Body in shaping a vision and direction for the school, setting out very high expectations and a clear focus on pupil achievement and progression.</li> <li>• Ensure strong financial management and governance.</li> <li>• Ensure creativity, innovation and the use of new technologies to achieve excellence.</li> <li>• Set aims and objectives for the school and formulate the School Improvement Plan, liaising with Governors and other senior staff. To take responsibility for developing and monitoring policy and practice within the School Improvement Plan.</li> <li>• Inspire, motivate and influence staff and pupils, to maintain the highest standards of teaching, learning and pupil discipline.</li> <li>• Be responsible for Health and Safety and Safeguarding issues within school and all extended services.</li> <li>• Ensure involvement of parents, carers, the community and stakeholders in the life of the school.</li> <li>• Work closely with local churches and the Birmingham Diocesan Board of Education to promote the school's Christian ethos.</li> <li>• Provide effective leadership and management to colleagues, ensuring guidance and support.</li> <li>• Lead and manage the school's curriculum provision and all aspects of assessment.</li> <li>• Lead the school's continuing professional development programme, including</li> </ul>
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	<p>training programmes, INSET to further develop staff across the school.</p> <ul style="list-style-type: none"> <li>• Lead self-review and evaluation and the effective planning and management of school resources to secure improvements.</li> <li>• Maintain an informed view of standards and of the quality of teaching across the school by monitoring planning and pupils' work and learning.</li> <li>• Actively promote equality of opportunity, ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs and Disabilities, pupils learning English as an Additional Language, and those with emotional needs.</li> <li>• Implement the school's policies, to secure school improvement and individual professional development.</li> <li>• Ensure collaboration with all agencies to provide spiritual, moral, social, cultural, emotional and physical wellbeing of pupils.</li> <li>• Understand and drive wider opportunities and potential funding streams.</li> <li>• Lead and develop the provision of extended services, to enable its continued growth.</li> <li>• To ensure effective networking partnerships to champion school improvement and scrutiny.</li> </ul>
<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• Determine, organise and implement a curriculum to meet the needs of all children in the school.</li> <li>• Ensure a culture of equality of opportunity, celebrating pupils' achievements in every aspect of school life and promoting high expectations.</li> <li>• Ensure an aspirational culture and ethos of challenge and support, where all pupils achieve success and strive to become independent learners.</li> <li>• Monitor and evaluate the curriculum for quality and value for money.</li> <li>• Monitor and evaluate the quality and effectiveness of teaching and learning to secure continuous improvement.</li> <li>• Organise, implement and maintain an effective assessment framework.</li> <li>• Promote the school's ethos and values, taking a lead in providing a high standard of Christian worship, spiritual development and maintaining good working relationships with Christian organisations, the Diocese and local churches.</li> <li>• Promote high standards of pupil attendance, punctuality and effective management of pupil behaviour.</li> <li>• Provide leadership and support for colleagues (teachers, trainees and support staff) with regard to teaching and learning and the curriculum.</li> <li>• Liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning, behaviour and the well-being of all pupils in our care.</li> <li>• Promote an appropriate learning environment to deliver a curriculum from Early Years through to Year Six.</li> </ul>
<p><b>Leading and Managing Staff</b></p>	<ul style="list-style-type: none"> <li>• Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision of the school.</li> <li>• Maximise the contribution of all staff to improve the quality of education provided and standards achieved.</li> <li>• Support and motivate staff to enable them to carry out their roles and responsibilities, achieving high standards.</li> <li>• Implement and sustain rigorous procedures for monitoring the performance of all staff, including objective setting and personal development plans according to the school's performance management policy.</li> <li>• Sustain effective systems and procedures for staff induction, professional development, performance management and pay review.</li> <li>• Delegate, collaborate and distribute leadership.</li> <li>• Challenge and robustly manage under-performance ensuring effective action and follow up processes.</li> <li>• Sustain their own motivation, and that of their staff, and have a duty of care regarding staff welfare.</li> <li>• Ensure that professional duties are fulfilled as specified in School Teachers' Pay and Conditions Document and the Job Descriptions and Specifications of all staff.</li> <li>• Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for success.</li> </ul>
<p><b>Managing Resources</b></p>	<ul style="list-style-type: none"> <li>• Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of all budgets to ensure the school and extended services secure their objectives.</li> <li>• Strategically manage the school within the human, financial and physical</li> </ul>

	<p>resources.</p> <ul style="list-style-type: none"> <li>• Observe relevant financial regulations, corporate governance and DfE requirements.</li> <li>• Establish and maintain sound internal financial procedures with the Business Manager to ensure compliance with audit control.</li> <li>• Manage and organise, efficiently and effectively, the school accommodation, extended services and grounds to ensure they meet the needs of the pupils and Health and Safety requirements.</li> <li>• Secure adequate resources for the school and extended services in the present and future to ensure value for money.</li> <li>• Comply with academy funding arrangements and the requirements of the ESFA</li> </ul>
<p><b>Stakeholders and the Local Community</b></p>	<ul style="list-style-type: none"> <li>• Ensure the commitment of all parents and carers, Christian organisations, outside agencies and the wider community to the vision and direction of the school.</li> <li>• Act at all times as a model ambassador for the school, in a manner which upholds its values and ethos.</li> <li>• Contribute to the development of other schools by sharing effective practice, working in partnership and promoting innovative initiatives.</li> <li>• Seek opportunities to communicate and enhance the Christian ethos and values of the school to other sectors of the community.</li> <li>• Encourage parents and carers to be active partners within the school and extended services and strengthen effective home school communication</li> </ul>
<p><b>Accountability and Governance</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the Governing Body and sub-committees to secure a positive working relationship and attend all meetings.</li> <li>• Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities.</li> <li>• Work with the Governing Body to analyse and plan for the future development of the school and extended services.</li> <li>• Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.</li> <li>• Present a coherent and accurate account of the school's performance to the parents, governors and DfE, as required.</li> <li>• Ensure that parents and pupils are well informed about the school and extended services curriculum, pupil attainment and progress.</li> <li>• Ensure Health and Safety, Child Protection and Safeguarding and building maintenance meet legal requirements.</li> <li>• Ensure compliance with Data Protection legislation.</li> <li>• Operating within the school's Equal Opportunities and Inclusion framework.</li> </ul>

September 2024